

16 July 1976

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report -- Week Ending
16 July 1976

1. Second Option for Certain CIARDS Participants:

Memos Sent	1,260
Returned	973
Elected to remain in CIARDS	966
Elected Civil Service	7

2. Voluntary Investment Plan:

a. A response to the audit report of the VIP has been prepared and signed by the Chairman of the Board of Trustees. The response will be coordinated with the Director of Personnel.

b. VIP quarterly statements were distributed on 15 July to components.

3. Contact Addresses for Retirees: Retirement Affairs

25X1A

Division ~~vacuum~~

25X1

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4. Recruitment: A comparison made between the monthly recruitment activity figures for June 1975 and June 1976 indicates that Recruitment Division has had an extremely active month. While the figures are in the monthly report, it seems that we conducted 403 more interviews than last June. We doubled the number of cases submitted. While some of this can be attributed to the publicity the Agency has received, a good portion is due to extra efforts by our recruiters.

5. Applicants: Our Correspondence and Applicant Records Branch has 72,000 cards on applicants. We are beginning a preliminary investigation of word processing machines which could handle records, files and correspondence.

25X1A 6. Blood: Representatives from Personal Affairs Branch visited [redacted] Building to finalize arrangements for the blood-mobile to be there every other month. Subsequently, the Red Cross representative called to advise that they would only make available a five- or six-hour unit. This would necessitate a minimum of 75 pints. Since we only have 20 to 30 Agency donors, the Office of Logistics is checking with [redacted] to ascertain if they are willing to participate. We expect a decision prior to mid-August.

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25X1C

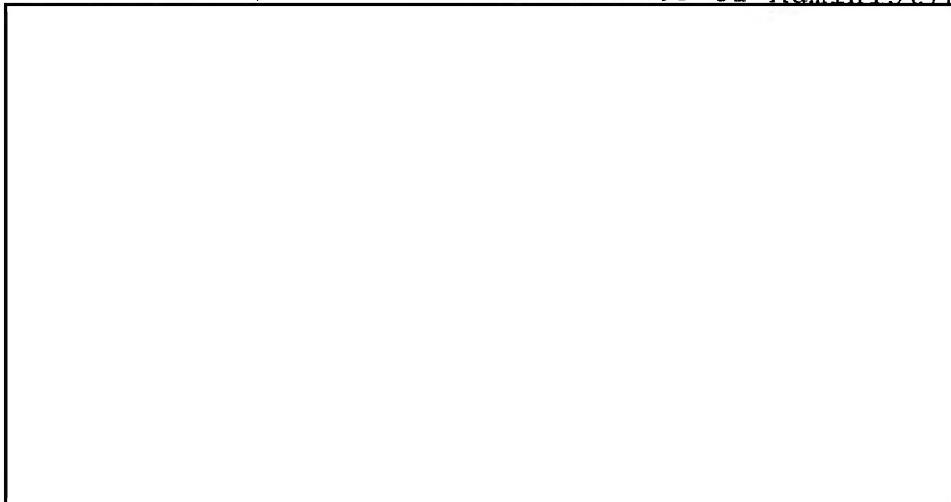
[redacted]

8. Opening of EAA Store: The new EAA Store was opened at 10:00 a.m. on 15 July, with Mr. Blake cutting the ceremonial ribbon. Members of the EAA Board of Directors were also present for the occasion.

9. Employee Attitude Survey: By close of business Wednesday, 14 July, more than 860 completed employee attitude survey forms had been received by Plans Staff. This represents a high rate of return for the first three days following the mailing. Plans Staff and Psychological Services Staff have mounted a cooperative effort on the key punch operation. An analytic program has been run successfully against the first 126 responses coded. Though it does not form a representative sample, being skewed in its directorate representation, it is suggestive that 24 percent of the respondents rated morale in their units as low or very low while 47 percent could only describe it as moderate. Forty-four percent of the test sample thought that the Agency had made improvements in personnel management methods and operations in the past two years, while 21 percent thought not. These results could change markedly with a larger number of responses coded and analyzed.

10. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

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11. Educational Aid Fund Awards: The four special awards will be presented at a ceremony scheduled for 2:30 PM on 20 August in the Director's Conference Room. Parents of the winners have been notified. The award recipients are:

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Coming Events:

1. We will compile questions for the new survey of supervisors concerning morale.
2. We plan to complete a paper on services to be provided and/or required by IC Staff when established as a separate agency.

25X1A

F. W. M. Janney/

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OD/Pers: [redacted] jm (15 Jul 76)